

The McClellanville Planning Commission met on the above noted date and time in person. Notice of the meeting was published in compliance with the Freedom of Information Act. Planning Commission members present were Ginny Prevost (Chair), Dan Fifis, Adam Freeze, Scott Youngblood and Oliver Thames. Town Administrator Michelle McClellan and Zoning Administrator Kathryn Basha were present and Planner Eddie Bernard was absent.

Chair Prevost opened the meeting asking Commissioners to review the minutes from the previous meeting on January 24, 2024. Mr. Fifis suggested a couple of minor changes. Mr. Fifis made a motion to approve the minutes as corrected and it was seconded by Mr. Thames. All were in favor.

Chair Prevost introduced the next item which was consideration of a new 1.01 acre lot subdivided out of a 6.15 acre parcel within the Broadmarsh subdivision which was designated as future development on the original 11 lot subdivision plan. Ms. Basha gave the staff report and indicated that she was not the Zoning Administrator at the time of the original plan approval and must rely on Planning Commission minutes to know what was discussed in terms of the future development tracts. The proposed lot is to be served by an access easement, in lieu of frontage on a public road, which requires approval from the planning commission. A utility easement was earlier provided by the Broadmarsh developer running along Broadmarsh Road which separates the proposed lot from Broadmarsh Road. No cross section of Broadmarsh Road could be found and may not have ever been submitted to know the lane dimensions. Ms. Basha has asked the surveyor of the proposed lot for the access easement cross section to ensure it complies with the requirements of Article 11 for roads and drainage and that a tree survey be provided showing any significant or grand trees within the proposed access easement. Chair Prevost asked if this lot would be something administratively approved from this point and not have to come back to the Commission. Ms. Basha confirmed that once corrections and additional information has been provided in a future submittal, she could approve it. Chair Prevost asked for a motion. Mr. Thames made a motion to approve the project with staff's conditions to be addressed, which was seconded by Mr. Fifis. All were in favor.

Chair Prevost brought up the next item, which was the maintenance of the Dollar General parking lot. Ms. Basha indicated that the owner had hired engineers and was still seeking approvals.

Chair Prevost introduced the next item concerning Short-term Rental tracking. Council was concerned that the quantity of short-term rentals may approach levels of concern and wanted to ensure that controls were in place before more existed. 8 total short-term rentals were identified earlier when discussions began. Mr. Thames indicated that quantities are likely now less given as his company had some of these and some are no longer short-term rentals, so quantities may need to be reevaluated. Mr. Freeze asked about time frames for a rental to be considered a short-term rental. Ms. McClellan and Ms. Basha answered. Chair Prevost indicated that even with reduced numbers of vacation or short-term rentals, the Commission could still proactively consider maximum percentages. Ms. Basha indicated that there are roughly 342 houses in Town. Chair Prevost said that 10% would be too many short-term rentals. Ms. Basha reiterated the requirements that have to be met with short-term rentals which are private trash collection, a contact name to call for any issues in the lease agreement and also for the Town to contact, owners must obtain a business license, owners need to provide adequate off-street parking and follow occupancy standards. Further discussion ensued concerning maximum percentage

caps on rentals. Chair Prevost asked Ms. Basha to research other similar sized coastal communities in terms of how their caps worked and what percentages they may have.

Chair Prevost brought up the next item of unkempt properties. She asked Ms. Basha about how the ordinances and code apply to this and how planning gets involved. Ms. McClellan indicated that Council doesn't want to become an HOA for Town but would deal with issues that come to them. She indicated the code says that the neighbor or whoever has the complaint needs to reach out to the property owner first and if the issue persists, then they would bring it to the Town. She mentioned that who decides what is unkempt and what isn't so there is subjectivity.

Chair Prevost introduced the next item which are critical line buffers and mentioned that these had been discussed a couple years ago. Ms. McClellan indicated that there was a recommendation to provide a 50' buffer to Council but then COVID came and was never picked back up. Ms. Basha indicated that each month we get notices of the County BZA agendas and a 50' width is also what the County has. They have provisions for some exceptions, and it appears there are very few variance requests from the buffer required by the County. Ms. Prevost asked that the previous versions be revisited and brought back to finalize their thoughts before going back to Council.

Ms. Prevost mentioned a couple of other quick items. The Tree Committee will provide tree ordinance recommendations before the Commission's September meeting on the tree ordinance. Mr. Thames shared with the Chair a presentation he had seen about historic districts and they were seeking to have the presenter provide a condensed version to the Town in the future.

Next meeting is September 23, 2024 at 6pm.

Mr. Fifis made a motion to adjourn which was seconded by Mr. Youngblood. All were in favor and the meeting adjourned.

Respectfully submitted

Eddie Bernard, RLA

Planner